General Cataloging Procedures

These general procedures can be applied to fiction and nonfiction books, video recordings, audiobooks, and ebooks.

1. Decide whether you will do original cataloging or obtain records from another source.
   1. Records for copy cataloging can easily be obtained through cataloging software, the Access PA database, and the various URLs provided on the “Free MARC Download Sites” handout from the South Central Kansas Library System.
   2. Follow the “Copy Cataloging Checklist” sheet to ensure that the record is complete.
      1. If using records from other sources, always check the information for correctness and consistency. Checking the records against the steps listed below would help catalogers eliminate errors.
2. Keep the sheet called “Prescribed Sources for Cataloging Information In Order of Preference” by your cataloging station to assist in locating information to include in the record.
3. To ensure that records have the basic information necessary, follow the Common MARC Fields and Subfields for Books and Non-Book Materials packet and/or Basic Book Cataloging Cheat Sheet/ Basic Videorecording Cataloging Cheat Sheet.
   1. These resources provide reminders about what subfields to include, formatting details, and examples.
4. To identify tags for remaining information, use Piepenburg’s *Easy MARC* text.
   1. Follett’s Tag of the Month site can also be helpful for dealing with problematic and uncommon tags.
5. Records in the catalog should have a consistent tone. Follow the tips on the “CIP’s Guide to Writing a Summary” when writing original summaries or editing them from other sources.
6. Use *Sears List of Subject Headings* when adding one to three subject headings to the record.
   1. The “Becoming Sears Savvy” sheet provides reminders about the meanings of abbreviations in the text.
   2. The “Checking and Adding Headings” sheet provides the method for tracking the headings that are used in the library.
7. Use the *Dewey Decimal Classification* text to build a local call number.
   1. The Relative Index at the end of the text is helpful for new catalogers.
8. Check all fields against the AACR2 manual.
   1. The “Organization of AACR2” sheet shows what chapters will help with certain tags.
   2. The “AACR/MARC Correlative Chart for Main and Added Entries” provides more details about which rules should be used with certain tags.